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ABSTRACT

The following information is provided in this annual report: names and positions of 1996 Board of Trustees members, Library of Michigan Foundation 1996 Board of Directors, legislative council, alternate members, and Library of Michigan staff; the library mission; a list of 10 major administrative tasks conducted in 1996; service and technological developments in the federal programs division; accomplishments of the human resources office, internal operations division, network and information systems division, public services division, and technical services division; board leadership changes; a description of the Michigan Literacy Project; a financial summary; and charts showing expenditures by area and state appropriations. (AEF)

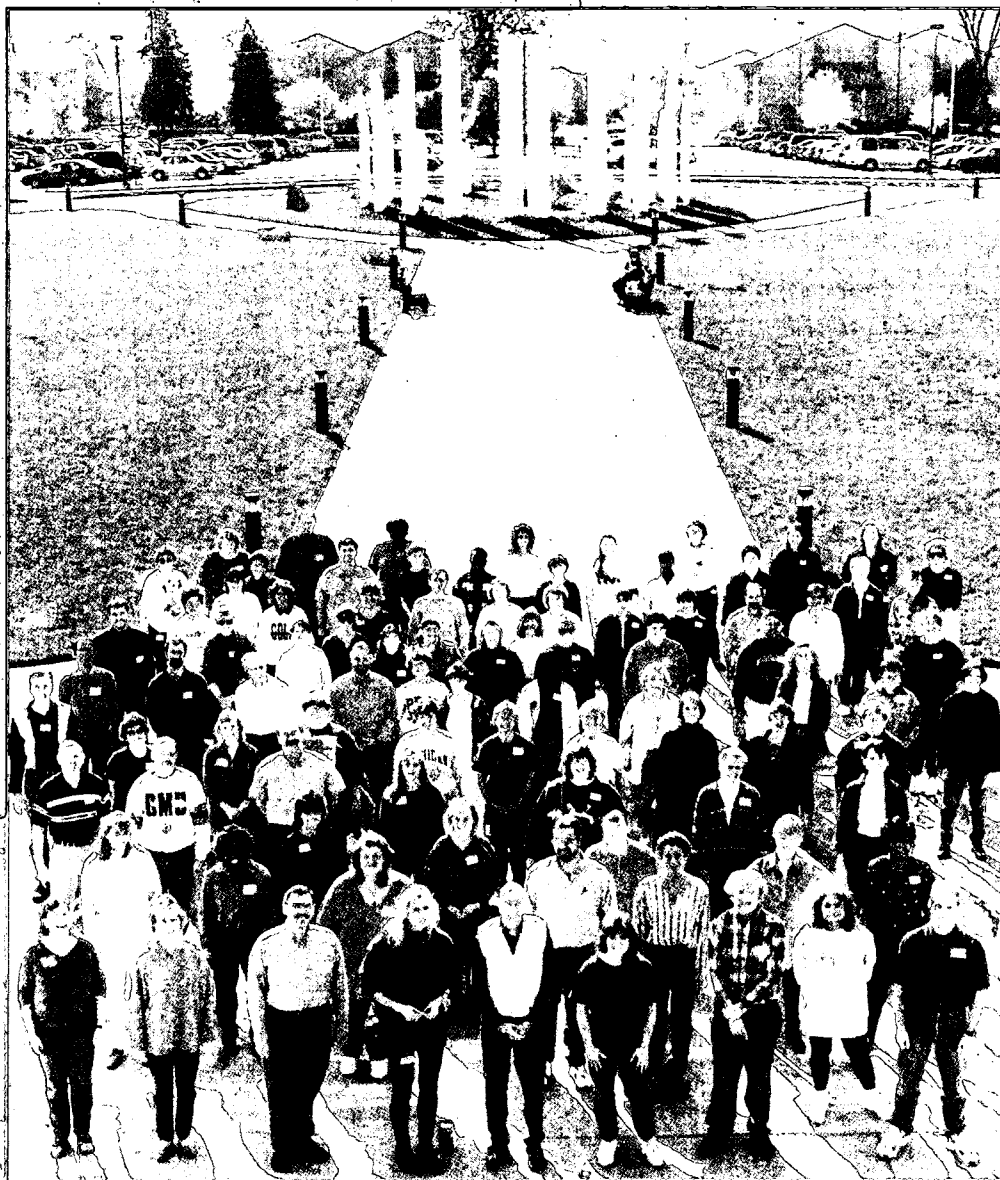
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# Annual Report

Library of Michigan

ED 418 729



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A New  
Beginning

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# Annual Report

## LIBRARY OF MICHIGAN 1996 BOARD OF TRUSTEES



1996 Board members included: (back row, left to right) Dianne Odrobina, Frances Pletz, Rep. Thomas Kelly, Margaret Auer, David Tate and Linda McFadden. Front row: Dennis Donohue, Bonnie Gasperini, Bettina Graber, Sen. Alma Wheeler Smith and State Librarian George Needham. Not present: Maureen Derenzy, Richard McLellan, Thomas Moore, Rep. Glenn Oxender and Senator John J. H. Schwarz.

Chair **Bonnie A. Gasperini**,  
Librarian at Northville  
Regional Psychiatric Hospital,  
representing state agency  
libraries.

Vice Chair **Linda McFadden**,  
representing special libraries.

Secretary, State Librarian  
**George M. Needham**.

**Margaret E. Auer**, Director of  
University of Detroit Mercy  
Libraries, representing MLA.

Chief Justice **James H.  
Brickley**, represented by  
Dennis Donohue.

**Bettina Graber**, Munising  
representing K-12 schools.

**Maureen Derenzy**,  
Director, Otsego County  
Library, representing public  
libraries.

**Richard D. McLellan**,  
representing the general public.

Representative **Thomas Kelly**,  
serving the 17th District  
(Wayne).

**Thomas J. Moore**, Dean of  
Libraries, Central Michigan  
University, representing  
academic libraries.

**Dianne Odrobina**, Legislative  
Council Administrator.

Representative **Glenn Oxender**,  
serving the 42nd District  
(Sturgis).

**Frances H. Pletz**,  
representing the general public.

Senator **John J. H. Schwarz**,  
M.D., serving the 24th District  
(Battle Creek).

Senator **Alma Wheeler Smith**,  
serving the 18th District  
(Ann Arbor).

**David L. Tate**, Director of  
Van Buren District Library,  
representing public libraries.

## LEGISLATIVE COUNCIL

Speaker Paul Hillegonds, *Chair*  
Senator Dick Posthumus, *Alternate Chair*  
Senator John D. Cherry, Jr.  
Senator Dan L. DeGrow  
Senator Arthur J. Miller, Jr.  
Senator John J. H. Schwarz, M.D.  
Senator Glenn Steil  
Representative Tom Alley  
Representative Frank M. Fitzgerald  
Representative Pat Gagliardi  
Representative Kenneth Sikkema  
Representative Timothy Walberg

## ALTERNATE MEMBERS

Senator Jon A. Cisky  
Senator Michael O'Brien  
Senator Bill Schuette  
Representative William Byl  
Representative Jan Dolan  
Representative Curtis Hertel  
Dianne M. Odrobina, *Council Administrator*

## LIBRARY OF MICHIGAN

**State Librarian**,  
George M. Needham

**Deputy State Librarian**,  
Jeffrey P. Johnson

**Federal Programs Division**,  
Joan M. Groening, Director

**Human Resources**,  
Robin VanAlstine, Director

**Internal Operations Division**,  
Janet Laverty, Director

**Network & Information Systems  
Division**,  
Paul M. Groll, Director

**Public Services Division**,  
Susan E. Nearing, Director

**Technical Services Division**,  
Kathleen Menanteaux, Director

## OUR RESPONSIBILITIES

The Library of Michigan is the official state library agency for Michigan. Total Library collections include over three million hard cover books, bound periodical volumes and government documents. Extensive newspaper files in microform raise the collection total to more than five and a half million items.

## MISSION OF THE LIBRARY

- I. Meet the information needs of the Legislature and State Government.
- II. Meet the administrative, developmental and technical assistance needs of Michigan libraries.
- III. Meet library service needs of individuals and agencies as a statewide resource.

The Library of Michigan promotes, advocates and consistently works to achieve the highest level of library service to the State of Michigan and its residents:

The Library of Michigan serves the Legislature, the Executive and Judicial branches of State Government and libraries throughout Michigan by meeting information needs, providing administrative, developmental and technical assistance, and functioning as a statewide resource for individuals and agencies.



# Annual Report

## Administrative Office

### 10 Major Tasks in 1996:

1. Worked with library groups in the recruitment of a new state librarian.
2. Continued to implement the 4D financial management system.
3. Facilitated the dissolution of the Blue Water Library Federation by its member libraries.
4. Assisted libraries forming new districts or changing status.
5. Improved the appearance and usability of Library of Michigan documents.
6. Introduced the Michigan Electronic Library (MEL) of selected digital resources.
7. Provided outreach to library groups in the state.
8. Strengthened the Library of Michigan Foundation.
9. Created a new Network and Information Systems Division.
10. Continued to develop and strengthen team management techniques.

## Federal Programs Division

- The Library of Michigan was selected as the public point of access for electronic legislative information.
- A world wide web presence was established through introduction of the Library's web page and coordination of the Michigan Electronic Library (MEL) home page.
- The Library continued to expand dial access to the Internet for libraries through Internet Access grants, bringing to 96 the number of public libraries connected through this program.
- Direct Internet access and training programs continued to expand statewide through expansion of the library cooperative Internet training center program.
- The Library of Michigan Internet training center was opened, with 14 computer stations and offering 21 different classes training 605 persons during 1996.
- Adaptive technology was added both at the Library of Michigan and at statewide internet training centers, making possible the inclusion of persons with visual impairments.
- The Michigan Electronic Library (MEL) web page was introduced.

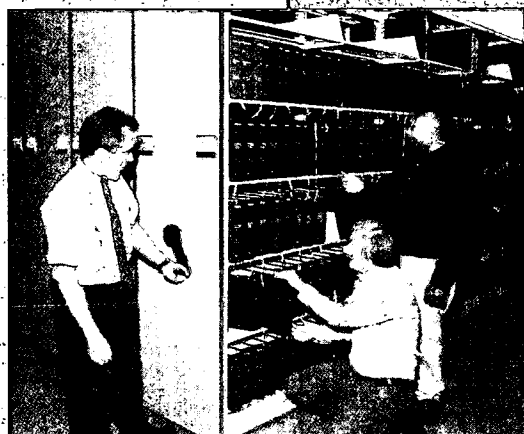


George Needham  
State Librarian

MEL  
Michigan Electronic Library

- The first Internet Access Grant conference focused on increasing public access to the Internet.
- The first Michigan Electronic Library conference was held at the Library of Michigan.
- Comments on universal service and telecommunications discounts were submitted to the Federal Communications Commission.
- Five additional Michigan Internet training centers were funded through the library cooperatives.
- Internet access grants were given to 48 libraries. 90 librarians received Internet training on basic and advanced searching and health information.
- A rebuilding of staff occurred both in library development and the sub-regional network area. In library development, Ellen Richardson was named the library establishment specialist and during the year had approximately 550 contacts with the field. She visited 35 libraries and presented programs working with cooperatives, individual library boards, planning committees and advisory councils. Already she has been involved in the formation of four new district libraries and two new township libraries. In the SBPH area, the final two open positions were filled — Cecilia Marlow was named regional coordinator and Marque Hodge became a reader advisor and student supervisor.

- In SBPH, compact shelving was installed for storage of the extensive statewide collection of braille materials held by the Library. This will enable greater growth and increased safety in the collection.



- A collection of Descriptive Videos with narration for use by the blind was added to SBPH.
- An in-house Public Access Catalog for the SBPH collection of recorded books was implemented for patron use. This provides voice output via a screen reading program and speech synthesizer, enabling users to search the catalog independently.
- With the assistance of the sub-regional network libraries and the Wayne County Regional Library, SBPH staff exhibited at four events around the state which reached over 600 persons.
- As the Library of Michigan staff reorganized and moved to a team-based "reader advisory" operational model, SBPH experienced a 26% increase in cassette book circulation — with only a two percent increase in the number of active readers. It is likely that this growth resulted from implementation of the Reader Advisor model and its greater focus on the client.

# Annual Report

- Online public access to computerized resources for SBPH patrons and subregional libraries via the Internet or dial-in is currently in progress.
- Planning was completed for installation of compact shelving for the master tape and cassette collections.
- As a new division responsibility, the Michigan Public Library Statistical Report, 1996 edition, was redesigned and completed. The revised publication includes additional information relevant to and often requested by libraries and cooperatives.
- The 1996 LSCA Annual Report was enhanced to include a narrative section and impact statements from the library community.

## Human Resources Office

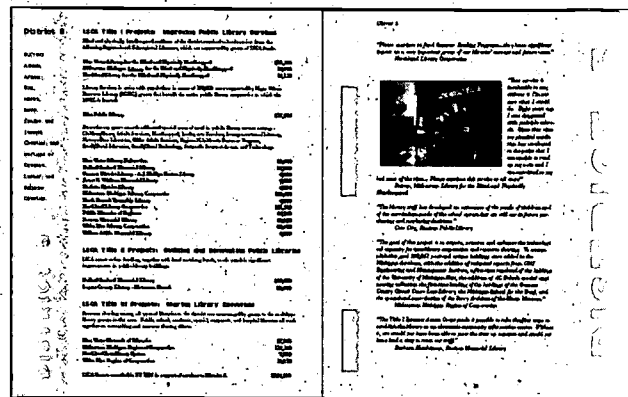
- The Human Resources Office has taken a proactive approach to assist in empowering staff and in promoting a strong team environment with a focus on customer service. This has been accomplished by developing an internal training effort and by educating all staff, to provide a thorough introduction to the team concept, and to actively seek ways to empower self-directed work teams.

- "Human Resources Updates" were implemented over email to provide staff with up-to-date information on topics ranging from payroll warrants to job postings. This has improved communication and information being distributed to all staff in a timely and consistent manner.

- A new Human Resources "Wellness Newsletter" was developed. This vehicle provides staff with interesting and pertinent health information and addresses wellness in the workplace.
- An ergonomic assessment program was developed and implemented. A team of two staff people have been trained to provide ergonomic assessment of workstations.
- A new Library of Michigan Jobline was implemented with a telephone number of 517-373-1099. This has decreased significantly the number of telephone calls about openings being answered by staff.

## Internal Operations Division

- Internal Operations administers the State Aid program distributing funds to qualified public libraries and coop-





eratives. State Aid receives support through the budget process. An \$85,200 increase was provided in this year's appropriation, increasing the payment to 45.8¢ per capita, for a total of \$1.37 per capita when all three payments are combined.

- A relational database was developed, automating the processing of state aid payments.
- Annual report forms sent to public libraries now have existing information that is on file already entered onto the form for their convenience.
- Certification of public library service populations for penal fine distribution was updated so that payments made to county law libraries and public libraries are correct.
- Another responsibility is the process for certifying the educational qualifications of librarians for State Aid eligibility.
- Internal responsibilities include the processing of accounts payable/receivable, library budgeting, purchasing and facility changes.

## Network & Information Systems Division

**A staff revitalization resulted in new positions, new people and new skills.**

- A focus on expanded communi-

cation with other divisions, and integration into library-wide project teams resulted from this effort.

**Ongoing training efforts undertaken by the Network & Information Systems division staff strengthened their expertise with**

- Windows NT 4.0
- Windows 95
- Bay Networks RMON Ethernet Hub systems
- Bay Networks high-speed switched segmented networking
- Optivity SNMP management software.
- Checkpoint Software's Firewall-1
- 4th Dimension (4D) database and internet programming
- ArborText SGML document system

**An infrastructure revitalization at the Library of Michigan resulted in:**

- A building-wide installation of CAT5 (100Mbps) cabling.
- Installation of a fiber-optic network backbone to all supported floors.
- Establishment of a fiber-optic network connection to the Law Library.
- A reorganization of the computer room, including the physical layout and power distribution.





# Annual Report

- The SBPH VAX system was attached to the internal Library of Michigan network and to the Internet.

**A paradigm shift away from the traditional mainframe computer model led to:**

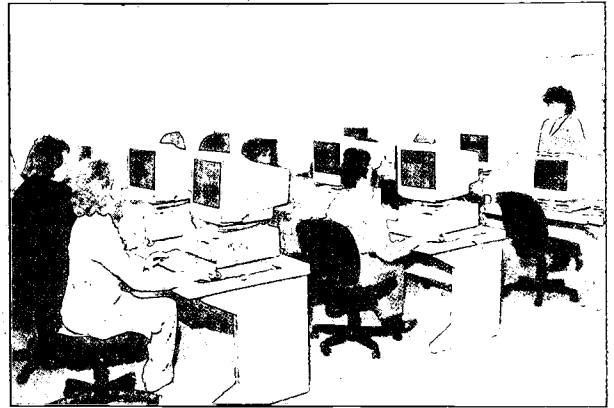
- Configuring almost 100 new Windows systems.
- Setting up initial Internet access through public PCs.
- Handling all the installation and preparatory work for the new bibliographic system and supporting hardware.
- Training and development of staff expertise in managing the library automation upgrade efforts and outstanding dedication by our Library systems expert in converting older data and dealing with the myriad problems of moving files from the mainframe to the AIX environment for the new bibliographic system.

## **Internet efforts:**

- Completed work with a library-wide team in the establishment of the Library of Michigan website
- Researched, purchased, installed, configured and maintained Solaris-based systems for upcoming Internet services, including the Library of Michigan website, public access to legislative data, online public

access catalog and the network firewall.

- Installed and configured the firewall software, getting it ready for integration into the internal network.
- Expanded CD-ROM network access to staff PCs.



- Replaced and repaired older components in the CD-ROM system, installed and integrated a jukebox server with 150 CD's, and designed and developed a Windows-based secure menu system for network CD-ROMs.

## Public Services Division

- Worked with other divisions to create and implement the Library of Michigan web site.
- Provided Circulation/Stack Management support to Public Services.
- Expanded legislative outreach efforts.
- Made Internet access available to the public for research.
- Completed the 10-volume 1870 Michigan Census Index project, which began in 1987.

- Assumed responsibility for the Michigan Center for the Book and rare books.
- Coordinated the Michigan Authors/Letters About Literature Contest for Michigan students.
- Organized and ran the Beginning Workshop for new staff members from public libraries across the state.
- The Law Library continued work on several projects to enable shelving of the most current or most used titles on the main floor. These are being arranged in one classification scheme (Library of Congress) for ease of use.
- More than 500 boxes of superseded state statutes were transferred from the law library to storage, enabling an expansion of the treatise area and shelving of regional reporters in their appropriate Library of Congress location.
- The law library acquired a complete set of state bar journals on microfiche. This opened up much-needed shelf space, expanded the Library's holdings and preserved some valuable journals.
- Law library document delivery requests increased by nearly 10% over last year. Student assistants took more responsibility for this work and helped in supplying 3,356 items (nearly 20,000 pages) to library patrons, mostly legislative offices and businesses.
- The law library staff updated numerous guides that help patrons use the law collection and perform

their own legal research.

The research guides are now available both as paper copies and on the Library of Michigan web site. These guides provide assistance with finding

Michigan and federal statutes, regulations and case law and help patrons locate journal articles on legal topics.

- Preservation initiatives continued throughout the year.



## Technical Services Division

- The MichiCard statewide library card program continued to grow, reaching 6.5 million Michigan residents served by 265 participating public and academic libraries.
- A planned proactive approach to federal and state documents was initiated, including:
  - Michigan documents outreach to provide information.
  - Michigan document retroconversion plan to increase access to records.
  - Federal documents assistance, visits and other consultation.

# Annual Report

- Major improvements brought changes in equipment and telecommunications, enabling a progression from dumb terminals to personal computers, and from multi-drop wiring to Internet access.



- RLIN access and acquisition of the Harvard Resource File led to a positive impact on Rare Book and special collections cataloging.
- The Michigan Newspaper Project received an additional commitment of \$220,658.51 in National Endowment for the Humanities grant funding and staff continued cataloging efforts. A comprehensive union list of all newspapers held in Michigan is planned, as is microfilming of titles not already preserved.
- Implementation proceeded with the new bibliographic system. Division participation including deletions, withdrawals, a backlog of inputting, participation in planning, MARC conversion, a review of the TESTPAC, and preparation and planning for acquisitions and serials changes.

## Library of Michigan Foundation

### Board Leadership Changes

Albert Zehnder of Frankenmuth was elected president of the Library of Michigan Foundation Board of Directors after founding president Richard McLellan stepped down. First Lady Michelle Engler was elected vice president; Pamela DeVos, secretary; and Frank Stella, treasurer.

### Michigan Literacy Project

The LM Foundation partnered with Campbell-Ewald Advertising, Macomb Literacy, and Michigan Literacy Inc. to launch the Michigan Literacy Project media campaign. Campbell-Ewald produced creative radio, television, and print ads to promote the theme: "If you love to read, you'll love to teach." The campaign aims to recruit volunteer tutors to address the problem of illiteracy. The public service announcements promote the toll free 1-888-826-READ referral center which was established at Michigan Literacy Inc. through a challenge grant provided by the Library of Michigan Foundation.

### Read Indeed!

During 1996, Read Indeed! Grant commitments were made to the following adult literacy organizations:

- Community Literacy Council of Plymouth



- Dominican Literacy Center, Detroit
- Farmington Public Library in collaboration with Oakland Literacy, Rochester Hills Public Library, Orion Township Public Library, and Waterford Township Public Library
- Genesee County Literacy Coalition
- Gratiot County Reading Program
- Literacy Council of Calhoun County
- Michigan Literacy Inc.
- Montcalm Adult Reading Council
- Portland Area Literacy Services
- Roscommon County Literacy Council

### Financial Summary

The Library of Michigan Foundation sincerely appreciates the generosity of its donors. During FY 1996, revenue totaled \$575,084 against total expenses and program expenditures of \$153,113. Foundation assets totaled \$1.37 million.

Major funding priorities and projects of the Foundation include the Read Indeed! adult literacy grant program; the Martha W. Griffiths Michigan Rare Book Room project (to be built on the fourth floor of the Library of Michigan); enhancements to the Library's collections and technologies; building an endowment fund; and special projects supporting the

Abrams Historical (genealogy) Collection, Services for the Blind and Physically Handicapped, training for librarians from rural libraries, and projects to promote library services.

### Library of Michigan Foundation 1996 Board of Directors

Mr. Albert F. Zehnder, President  
Ms. Michelle Engler, Vice President  
Ms. Pamella DeVos, Secretary  
Mr. Frank D. Stella, Treasurer  
Mr. Richard D. McLellan,  
Founding President

Mr. Dennis Donohue

Mr. Joel Ferguson

Mr. Joseph J. Fitzsimmons

Ms. Pat Hartmann

Paul Hillemonds

Mr. Thomas Lambert

Mr. Michael Morris

Mr. George Needham, State Librarian

Ms. Dianne M. Odrobina

Mrs. Frances H. Pletz

Senator Dick Posthumus

Mr. Jack A. Robinson

Jeffrey Johnson, Deputy State Librarian (served for a portion of 1996 until Mr. Needham's appointment.)

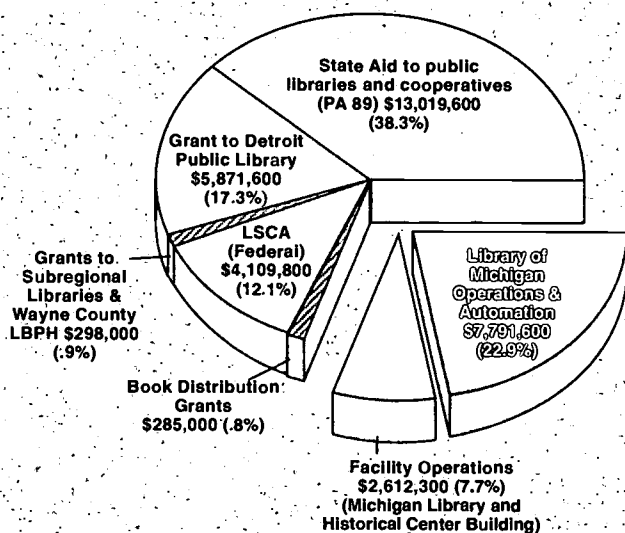
Mr. S. Mark Terman, Executive Director

# Annual Report

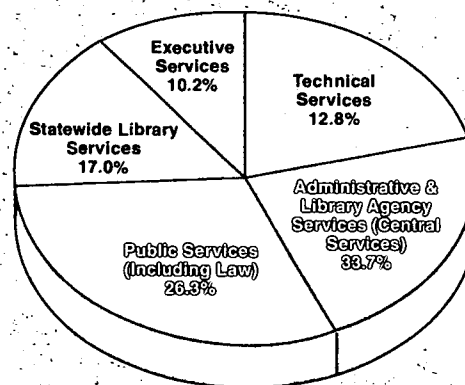
## Appropriation by Area - FY 1996

**Total Library of Michigan appropriation: \$33,987,900**

Of this, \$23,584,000 or 69.4% was distributed to public libraries, library cooperatives and book distribution centers throughout the state in the form of grants and statutory state aid.



## Library of Michigan Operational Expenditures By Area:



## Description

### • Executive Services

Office of State Librarian and Deputy State Librarian  
Human Resources  
Public Information Office  
Library of Michigan Foundation

### • Statewide Library Services

Federal Programs  
Administration  
Library Establishment  
Services for the Blind and Physically Handicapped  
Library Development

### Technical Services

Acquisitions, Processing and Cataloging of Library Materials  
Interlibrary Loans  
Newspaper Project

### • Public Services

Library Research  
Circulation  
Reference Materials  
Genealogy Materials  
Law Materials  
Government Document Materials  
Michigan Document Materials

### • Administrative and Library Agency Services

Accounting  
State Aid to Public Libraries  
Librarian Certification  
Network & Information Systems  
Building Support Costs

# LIBRARY OF MICHIGAN 5 YEAR HISTORY OF STATE APPROPRIATIONS

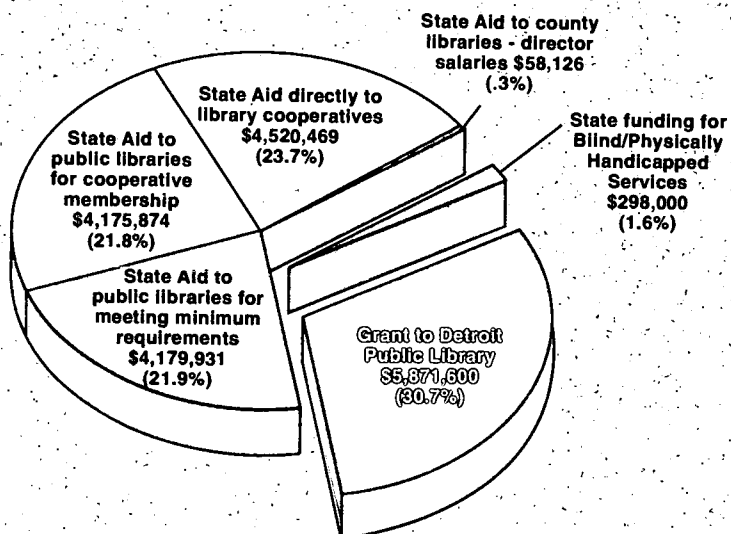
|                                                        | 1996/1997           | 1995/1996           | 1994/1995           | 1993/1994           | 1992/1993           |
|--------------------------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| OPERATIONS(1)                                          | \$9,796,000         | \$10,087,900        | \$9,994,600         | \$9,750,800         | \$9,859,200         |
| LIBRARY AUTOMATION                                     | 446,000             | 446,000             | 446,000             | 446,000             | 451,000             |
| STATE AID TO LIBRARIES                                 | 13,019,600          | 12,934,400          | 12,934,400          | 10,671,800          | 10,790,500          |
| DETROIT EQUITY GRANT                                   | 5,871,600           | 5,871,600           | 5,871,600           | 5,700,600           | 5,764,000           |
| SUBREGIONAL LIBRARY STATE AID                          | 249,300             | 249,300             | 249,300             | 242,000             | 244,700             |
| WAYNE COUNTY BLIND AND<br>PHYSICALLY HANDICAPPED GRANT | 48,700              | 48,700              | 48,700              | 47,300              | 47,800              |
| BOOK DISTRIBUTION GRANT                                | 285,000             | NA(1)               | NA(1)               | NA(1)               | NA(1)               |
| OTHER(2)                                               | 161,900             | 155,000             | 155,000             | 405,000             | 405,000             |
| <b>TOTAL</b>                                           | <b>\$29,878,100</b> | <b>\$29,792,900</b> | <b>\$29,544,600</b> | <b>\$26,858,500</b> | <b>\$27,157,200</b> |

(1) Book Distribution Grants were appropriated through the Operations line item for FY 92/93 through FY 95/96.

(2) Other contains a user fee appropriation. In FY 92/93 and FY 93/94 there was a \$250,000 grant for special programs in addition to the user fee appropriation.

## State Funding for Libraries \$19,104,000

- The total amount of state funding to public libraries and library cooperatives for the 1996 fiscal year was \$19,104,000. Of this amount, \$12,934,400 or 67.7% was distributed according to P.A. 89.
- State funding for libraries serving the blind and physically handicapped was \$249,300. The 11 subregional libraries and one regional library each received a base grant from state funds. The Wayne County regional library also received an additional grant of \$48,700, bringing the combined total to \$298,000.



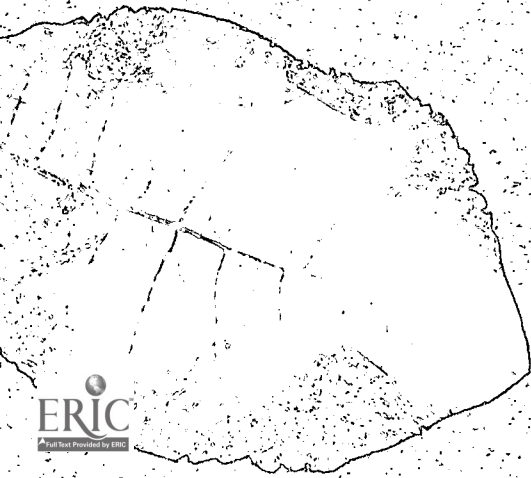


# Annual Report

## The Library of Michigan...

### 167 Years of Service to Michigan

- A major resource for Michigan history and government since 1829.
- One of Michigan's five major research libraries.
- A collection of 5.6 million items, including 2 million federal and state documents, on more than 27 miles of shelving.
- Michigan's first federal depository library (since 1860).
- One of three states with a fully automated system supporting libraries for the blind & handicapped.
- One of only two state libraries which devote all federal funds to grants and projects. All staff positions are state funded and no federal monies are used for administration.
- Automated library functions in all areas, including the online catalog, document delivery systems, Internet access, the "IMAGIN" digital map project and office operations.
- Michigan's largest online library CD-ROM network.
- The only state library open seven days a week.
- One of the three largest state library collections in the nation.
- Home of the Abrams Historical Collection; one of America's eight largest genealogy libraries.
- Administrator for the MichiCard statewide library card, available to 6.5 million residents through 265 libraries.



# 100 Annual Report



**Library of Michigan**

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